



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-07-020**

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving  
a probationary period are not eligible to apply.

**POSITION:** Political Affairs Assistant

**OPENING DATE:** Sunday, May 27, 2007

**CLOSING DATE:** Sunday, June 10, 2007 - max. 4:30 p.m.

**WORK HOURS:** Full-Time; 40 hours/week

**GRADE:** FSN-09

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Political Affairs Assistant in the Political Affairs Office of the Political/Economic Section of the U.S. Embassy in Khartoum, Sudan.

**BASIC FUNCTION:**

The incumbent performs analytical reporting. He also attends and reports on politically significant events, arranges appointments for Political Officers with Sudanese contacts, and accompanies them to meetings and events related to their work. Incumbent is directly supervised by the Political/Economic Counselor.

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** Completion of College degree in political Science, Law or related social science is required.

--**Prior Work Experience:** Three to five years of professional work experience is required.

--**Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--**Skills:** Impromptu translation skills are a requirement for this position, both orally during appointments involving American officers with high-level officials, and in translating official diplomatic notes. Must be able to operate computer keyboard for data entry, including word processing at basic level, and any other office equipment. Must have the ability to draft written analyses and ability to provide verbal briefings. Must have knowledge of Sudanese political and judicial systems.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

**TO APPLY:** Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position, as listed above. Forms are available at the U.S Embassy northern entrance gate.

- OR -

2. A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6127/6000/6246.

E-mail: [KhartoumHROFSNDL@state.gov](mailto:KhartoumHROFSNDL@state.gov) (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

Embassy website: <http://khartoum.usembassy.gov>

**DEFINITIONS**

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.  
Candidates will receive consideration without regard to race,  
color, religion, sex, national origin, disability, age, or sexual  
orientation.*

*The Department of State also strives to achieve equal employment  
opportunity in all personnel operations through continuing  
diversity enhancement programs.*